



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

January 18, 2008

SUBJECT: EOP – Women’s History Month

File Code: 230

TO: All NRCS Employees

This memo is to announce the Women’s History Month Poster contest.

The contest is open to all Natural Resources Conservation Service (NRCS) employees, full-time and part-time. The requirements for the poster are as follows:

1. It must contain the theme;
2. It must be electronic:
PowerPoint or Microsoft Word only
Page setup 11 inches x 17 inches;
3. It must show diversity, including women of all races and women with disabilities;
4. It must state Women’s History Month and the year 2008;
5. It must have the NRCS logo;
6. It must contain the short version of the nondiscrimination statement;
7. All entries must be received by the deadline; and
8. All entries must be sent by email.
9. One poster entry per NRCS full-time or part-time employee.

There will be a \$300 spot award given to the employee whose entry is selected. The theme for 2008 is ***“Women’s Art, Women’s Vision”***

Please send your entries to Rita Schaus, Indiana Federal Women’s Program Manager at rita.schaus@in.usda.gov and Sharyn Alvarez, National Federal Women’s Program Manager at sharyn.alvarez@wdc.usda.gov. Entries must be received no later than February 1, 2008. The final selection will be made by February 25, 2008.

If you have further questions, please contact Roger Kult, Assistant State Conservationist for Operations at (317) 290-3200 ext. 341.

/s/

JANE E. HARDISTY
State Conservationist